

HRMS Organizational Management

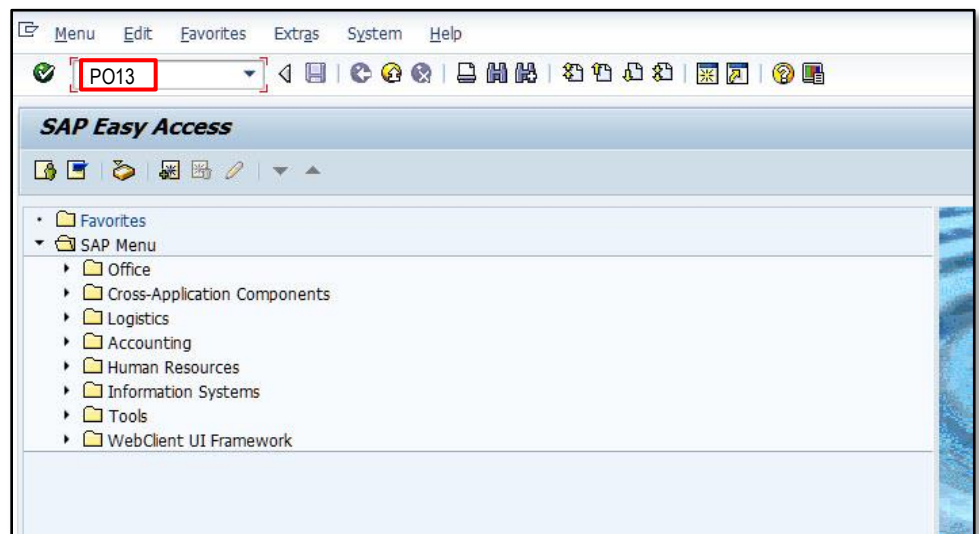
Undelimit Position

Organizational Management Processor uses this procedure to undelimit a position when it was inadvertently delimited, using transaction code PO13.

IMPORTANT-PLEASE READ!!

- If the position was delimited years ago, use the procedure *Create Position*.
- **Always** start with the *Object* infotype when undelimiting an object.
- Make sure all infotypes with a green checkmark are updated.

1. Enter transaction code
“**PO13**” in the
Command field and
press **Enter**,
OR
Follow the menu tree:
Human Resources→
Organizational
Management→ *Expert*
Mode→ *Position*.



Undelimit Position (cont.)

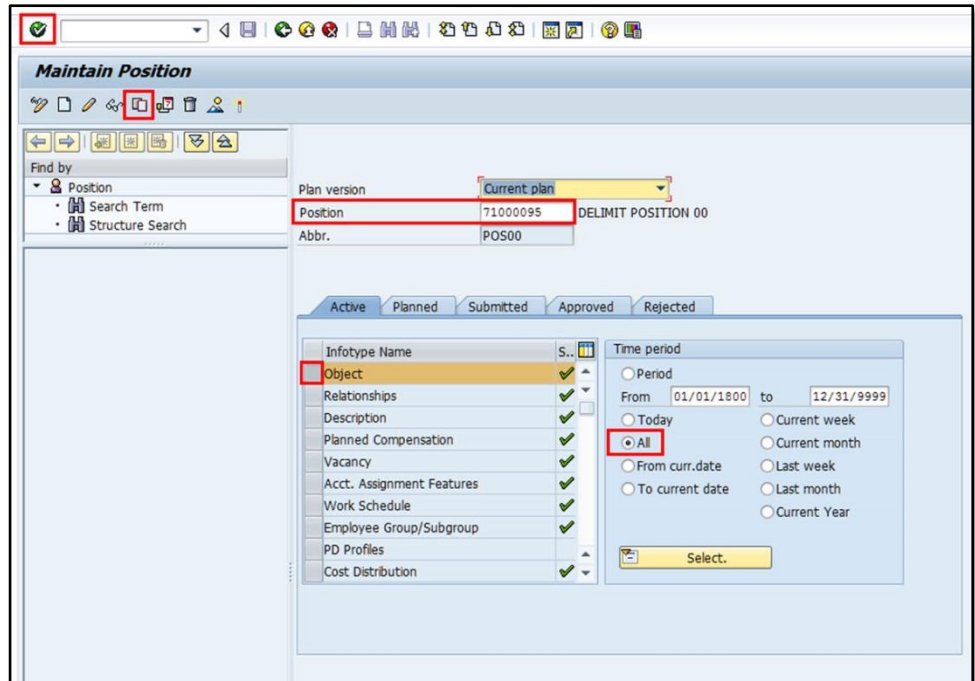
2. Enter the number of the **Position** you wish to undelimit.

3. Click  **Enter**.

4. In the *Time Period* section, select **All**.

5. Click the box to the left of infotype **Object**.

6. Click  **Copy**.

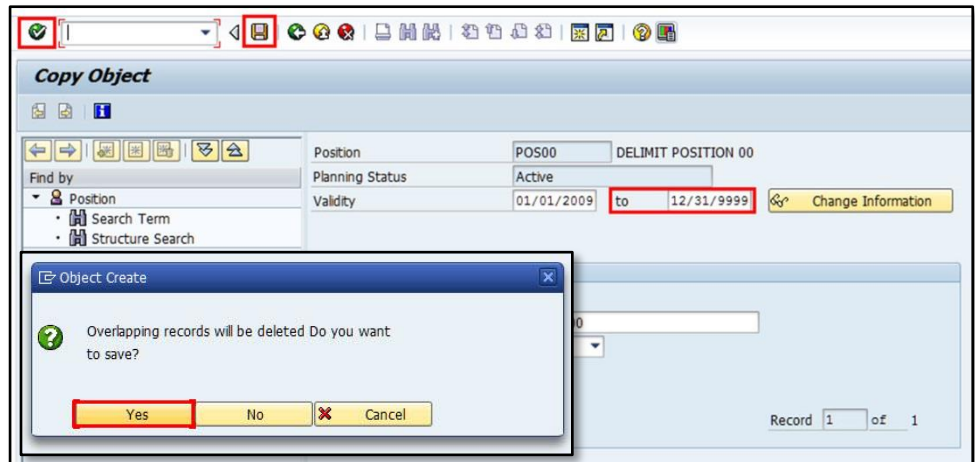


7. Verify that the **to** field contains 12/31/9999.

8. Click  **Enter**.

9. Click  **Save**.

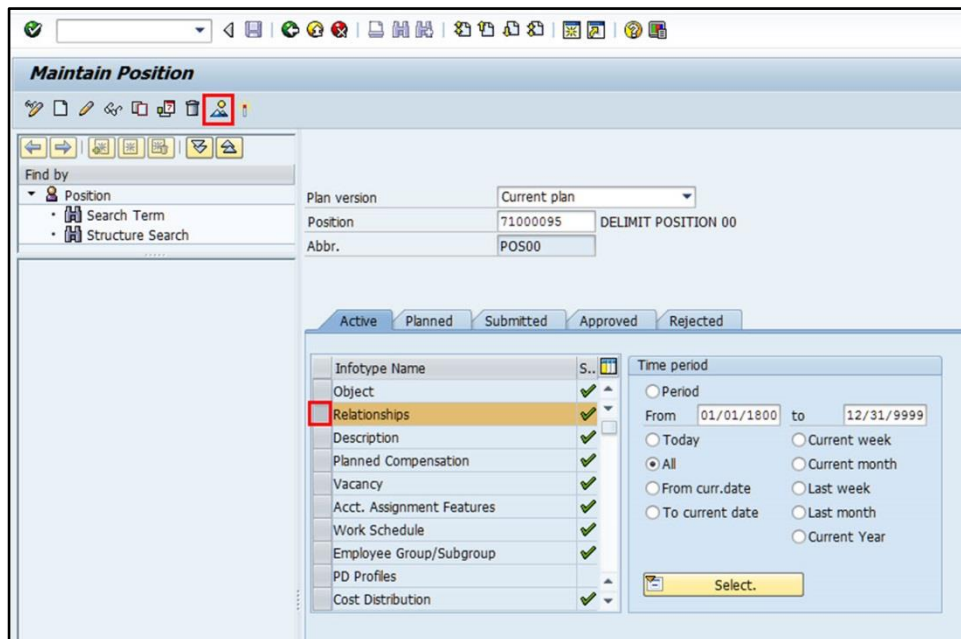
10. Click **Yes** on the *Object Create* box.



Undelimit Position (cont.)

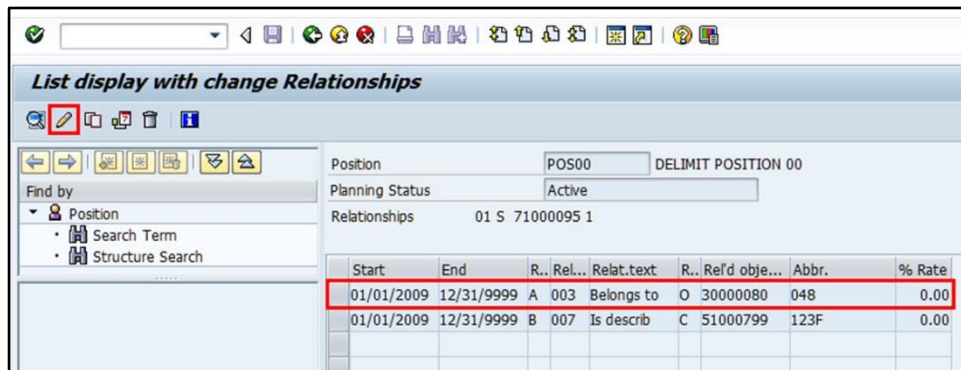
11. Click the box to the left of the **Relationships** infotype.

12. Click  **Overview.**



13. Click the box to the left of the relationship containing **A 003** and **Belongs to.**

14. Click  **Change.**



Start	End	R.. Rel...	Relat.text	R.. Ref'd obje...	Abbr.	% Rate
01/01/2009	12/31/9999	A 003	Belongs to	O 30000080	048	0.00
01/01/2009	12/31/9999	B 007	Is describ	C 51000799	123F	0.00

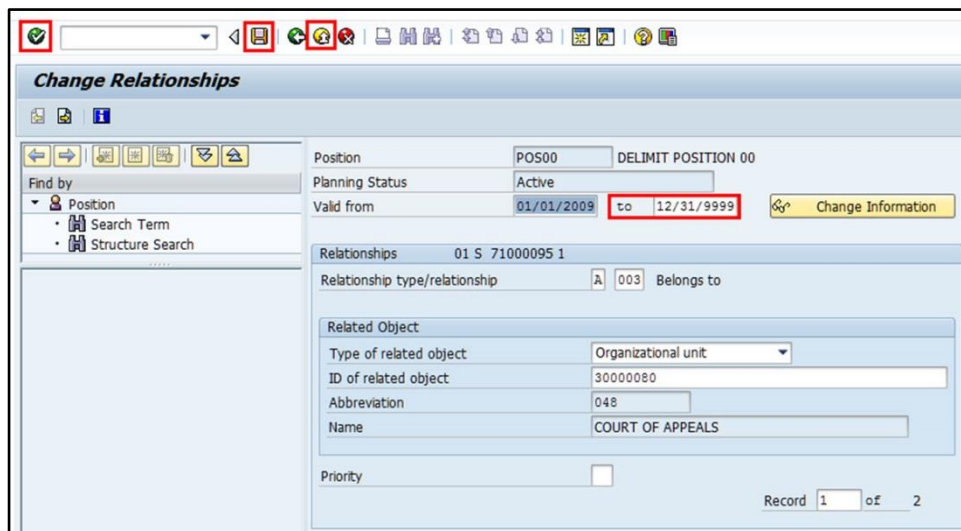
15. Verify that the **to** field contains 12/31/9999.

16. Click  **Enter.**

17. Click  **Save.**

Repeat steps 13-17 for remaining relationships that should be undelimited.

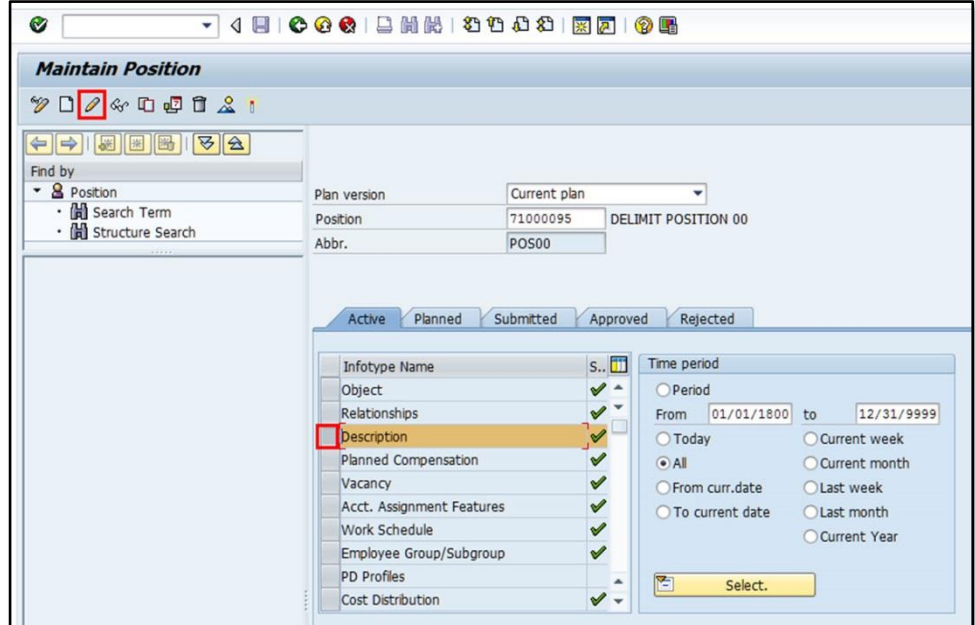
18. Click  **Exit.**



Undelimit Position (cont.)

19. Click the box to the left of infotype **Description**.

20. Click  **Change**.

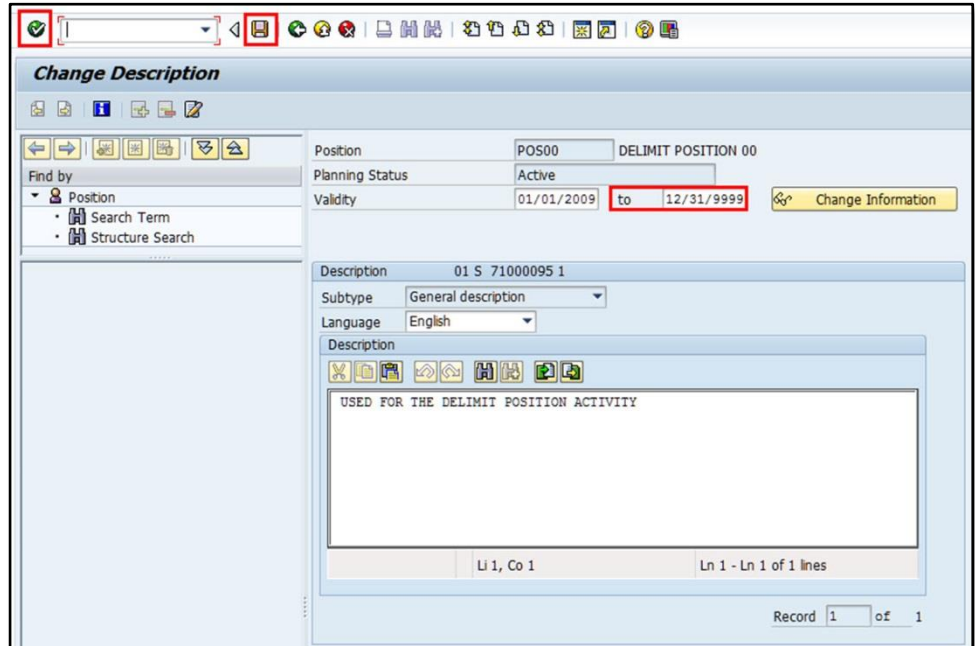


21. Verify that the **to** field contains 12/31/9999.

22. Click  **Enter**.

23. Click  **Save**.

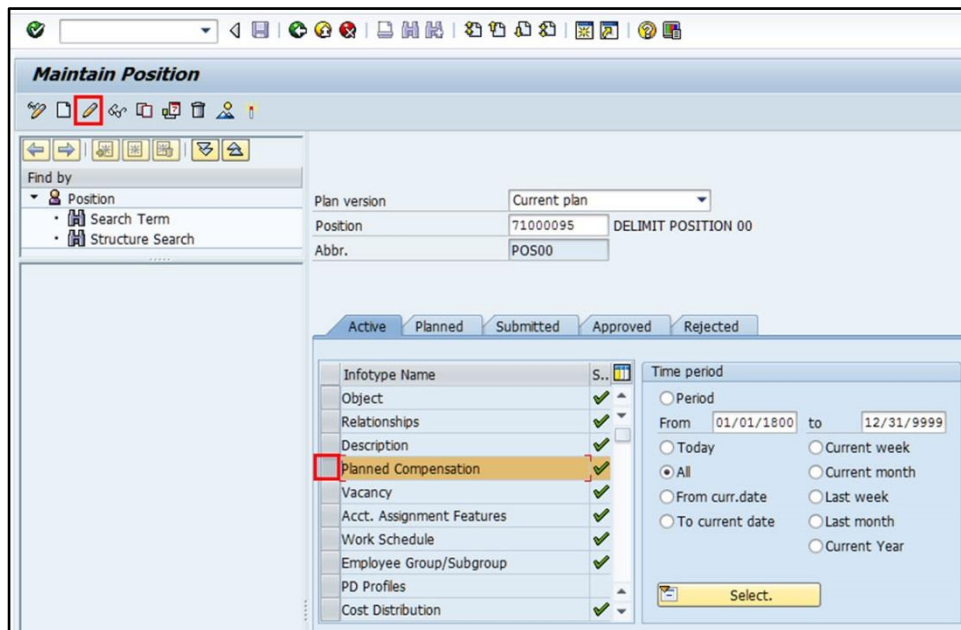
NOTE: Repeat steps 21-23 for all existing Description records.



Undelimit Position (cont.)

24. Click the box to the left of infotype **Planned Compensation**.

25. Click  **Change**.



Maintain Position

Plan version: Current plan
Position: 71000095 DELIMIT POSITION 00
Abbr.: POS00

Active | **Planned** | Submitted | Approved | Rejected

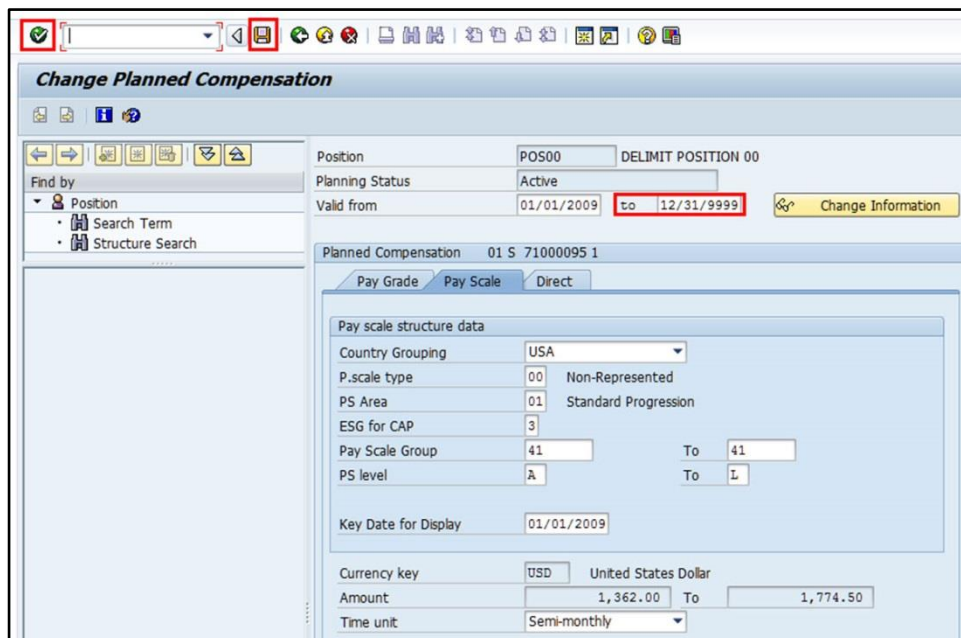
Infotype Name: S.
Object: ☒
Relationships: ☒
Description: ☒
Planned Compensation: ☒
Vacancy: ☒
Acct. Assignment Features: ☒
Work Schedule: ☒
Employee Group/Subgroup: ☒
PD Profiles: ☒
Cost Distribution: ☒

Time period:
☐ Period
From: 01/01/1800 to: 12/31/9999
☐ Today
☐ Current week
☒ All
☐ Current month
☐ From curr.date
☐ Last week
☐ To current date
☐ Last month
☐ Current Year
Select.

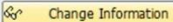
26. Verify that the **to** field contains 12/31/9999.

27. Click  **Enter**.

28. Click  **Save**.



Change Planned Compensation

Position: POS00 DELIMIT POSITION 00
Planning Status: Active
Valid from: 01/01/2009 to: 12/31/9999 

Planned Compensation 01 S 71000095 1

Pay Grade | **Pay Scale** | Direct

Pay scale structure data

Country Grouping: USA
P.scale type: 00 Non-Represented
PS Area: 01 Standard Progression
ESG for CAP: 3
Pay Scale Group: 41 To: 41
PS level: A To: L
Key Date for Display: 01/01/2009

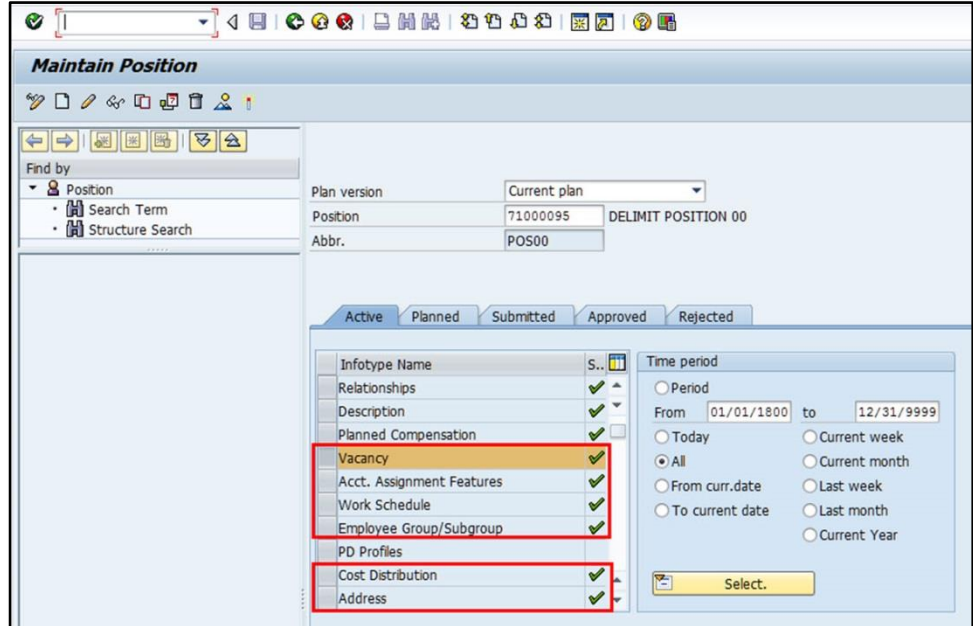
Currency key: USD United States Dollar
Amount: 1,362.00 To: 1,774.50
Time unit: Semi-monthly

Undelimit Position (cont.)

29. Repeat steps 26-28 for the following infotypes:

Vacancy
Acct. Assignment Features
Work Schedule
Employee Group/Subgroup
Cost Distribution
Address
Job Attributes (not shown – scroll down to access this infotype)

This completes the transaction to Undelimit a Position.



Maintain Position

Find by
 Position
 Search Term
 Structure Search

Plan version: Current plan
 Position: 71000095 DELIMIT POSITION 00
 Abbr.: POS00

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S...
Relationships	✓
Description	✓
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	✓
Cost Distribution	✓
Address	✓

Time period
 From 01/01/1800 to 12/31/9999
 All
 Select.